

DAY AFTER THANKSGIVING Coding Instructions

The Day-After Thanksgiving is not a traditional Holiday, it is an Administrative day. **Employees who work on this day must code their overtime as Code 13 for the first (8) hours of time worked.

Employees with Work Schedule 121:

If the employee Works:

- Code 01 (blank) **and**
- Code 13 for hours worked up to a minimum of 8 hours** (*Call in Code 16 is not subject to this restriction*)
- Any Overtime worked (in excess of 8 hours) is reported in the usual manner using Code 12 for Cash (*if eligible*) or Code 13 for Comp time.

If the employee Does NOT Work (scheduled work day):

- Code 01 (blank)

Employees with Work Schedule 699:

If the employee Works (scheduled work day):

- Code 75 for number of hours regularly scheduled **and**
- Code 13 for hours worked, up to a minimum of 8 hours
- Any Overtime worked in excess of first 8 hours may be reported in the usual manner using Code 12 for Cash (*if eligible*) or Code 13 for Comp time

If the employee Does NOT Work (scheduled work day):

- Code 75 for number of hours regularly scheduled OR Pro-rated number of hours if Part-time.

If the employee Does Work (regular day off):

- Code 15 for number of hours worked. Code 13 for hours worked.
- Code 13 for all hours worked, up to a minimum of 8 hours
- Any Overtime worked may be reported in the usual manner using Code 12 for Cash (*if eligible*) or Code 13 for Comp time

If the employee Does NOT Work (regular day off):

- Code 15 for number of hours regularly scheduled OR Pro-rated number of hours if Part-time.

Link to: Timesheet coding instructions for Holiday chart
<http://finance.vermont.gov/sites/finance/files/pdf/payroll/Holidaycoding.pdf>